



MANUAL REVISIONS GENERAL SECTION 12

12.1 SCOPE. To establish procedures whereby users of this manual may make suggestions for revisions or improvements in the manual.

12.1.1 This manual is intended to be easy to use and at the same time, to standardize procedures and methods throughout the state. Anyone who is a user of this manual is encouraged to submit suggestions that will enhance, simplify, or clarify the procedures for the inspection and acceptance of materials.

12.2. PROCEDURE. Suggestions for revisions or improvements in this manual should be sent to the Division Engineer, Materials. The suggestions may be either in letter form detailing the recommendations or by attaching a copy of the particular section marked with the suggested revisions.

12.2.1 A complete description of the changes suggested should be made in order that an accurate review can be accomplished. Careful consideration should be made as to the applicability of, and correlation with, any specifications involved and/or conflict with existing procedures referenced to in a national specification. Specific background documentation for the reason of the change must be included.

12.3 REVIEW. Upon receipt, the suggestions will be reviewed and if necessary, the originator will be contacted for any clarification or further details.

12.3.1 A proposed revision will be prepared showing revision marks with deletions being crossed out, additions being underlined and showing vertical revision marks where the revision is made. The Division Engineer, Materials or representative will approve or disapprove for general intent.

12.3.2 A draft copy will be circulated to the appropriate Sections in the Division of Materials. These comments, if any, will be reviewed and a draft copy will be prepared for final approval by the Division Engineer, Materials, and publication.

12.3.4 The originator will be notified if the suggestion is approved and a copy of the final draft will be furnished. If the suggestion does not receive approval, the originator will be notified and the reasons for not approving the suggestion will be so stated.

